

~~Administrative Internal Use Only~~
~~Approved For Release 2008/09/01 : CIA-RDP82-00357R001000140007-3~~

Executive Registry

75-5315/5

Approved For Release 2008/09/01 : CIA-RDP82-00357R001000140007-3

DD/A 75-2485

23 MAY 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : FY 1975 Annual Personnel Plan

REFERENCE : Memo to DD/A, DD/I, DD/O, DD/S&T & Chmn Sr. Exec
Career Service Panel frm DCI, dtd 10 Apr 75,
same subj

1. Referenced memorandum requested comments and reactions to points you raised concerning certain aspects of the FY 1975 Annual Personnel Plan (APP). As you mentioned, some of the trends gleaned from the APP statistics may have been developed from insufficient data to establish their validity, but it is assumed that you are not as concerned and interested in specific numbers and percentages as you are in personnel management trends and potential problem areas. I believe I can assure you that we in the Directorate of Administration are learning to use the APP as a more effective tool for the implementation of personnel management planning.

2. It is anticipated that the recently authorized use of the voluntary/involuntary retirement option will resolve the Directorate's over-all surplus on-duty personnel strength for 30 June 1975. Yet, as pointed out in your memorandum, we must not become so involved and concerned with reducing personnel to meet ceiling figures that we lose sight of the personnel management goals as stated in the FY 1975 APP. In spite of the reduced personnel ceilings in each of the Directorates, which will aggravate the successful accomplishment of the goals, special attention must be given to developing more rotational assignments between Career Services and the reduction of the number of Personal Rank Assignments. The Directorate Office Directors are aware of your concern in these areas. The Office of Training is aware and concerned over the disparity between the APP projections of Core Course requirements and the Office of Training's capabilities. In spite of the fact that the APP projections may be unrealistically high, the realignment of training priorities must be considered and evaluated. Language training for personnel in this Directorate normally is in response to DD/O requirements for specific overseas support positions. As the number of DD/O overseas positions available to DD/A personnel is declining, the language requirements for DD/A personnel are reduced.

Approved For Release 2008/09/01 : CIA-RDP82-00357R001000140007-3

~~Administrative - Internal Use Only~~


Approved For Release 2000/09/01 : CIA-RDP82-00357R001000140007-3

3. The following comments are keyed to your specific inquiries in paragraph five of your memorandum:

a. Group Communications

In one form or another, each of the Directorate Office Directors have met with their personnel although the goal of at least one general meeting during the year for all personnel of all grades has not yet been attained by all the Offices. The physical location and work schedules of some of the Directorate employees makes such a goal difficult to obtain, but, as with all goals, it is something we can work harder to reach.

b. Professional Women Employees

25X1X8 

Although, as you point out, the waiting periods for women at the GS-13 and above level are significantly lower for promotion than for men, records also reflect that those women who were not promoted last year have a significantly lower time in grade than men, i.e., at the GS-13 level (39 months vs. 72 months) and at the GS-15 level (33 months vs. 55 months) while at the GS-14 level they are equal. I would judge that these discrepancies exist at the GS-13 level and above because of the low number of women who have been promoted to these levels in comparison with their male counterparts and that this problem is exacerbated by the low number of women professionals above the GS-09 level. I have directed each Office Director in the DD/A to give particular attention to deserving female employees to make sure that they are receiving promotions along with their peer group.

c. Professional Input

The chart of professional input percentages is an example of how the figures and percentages may not present a valid picture and, thus, may be misleading. However, the validity of the trend cannot be disputed. In an analysis of professional input one important source was not included - internal professionals. In FY 1974 there were some professional employees who transferred from other Career Services which would change the percentage of internal conversions (from clerical and technical status). Another fact should be noted concerning the conversion of clerical and technical employees to professional status. Many of these had


Administrative - Internal Use Only

Approved For Release 2000/09/01 : CIA-RDP82-00357R001000140007-3

earned, on their own, college degrees while working as clerks and technicians. When it was believed they had equal, or better, qualifications than direct hires from outside, they were given an opportunity to convert to professional status. Yet, the fact remains that the trend must be watched carefully to ensure the proper sources over the long term of future senior managers.

d. Average Time-In-Grade of Professional Employees

Unfortunately, with few exceptions, the FY 74 statistics indicate professional employees in this Directorate have the highest average time-in-grade when compared with the other Directorates. Within the Directorate several of the Career Sub-Groups appear to have rates of progression below the Directorate norm. There are valid reasons for this slower rate of promotion progress in some Offices (i.e., Office of Communications) where the grades of the positions are lower and without the relative range of higher grade positions. However, I am also requesting each Office Director to pay particular attention to the average time-in-grade for his employees and attempt to take remedial action.


John F. Blake
Deputy Director
for
Administration

FOIAb3b1

Administrative - Internal Use Only

Approved For Release 2000/09/01 : CIA-RDP82-00357R001000140007-3